

Regional Workforce Development Board
Chief Elected Officials
August 22nd, 2016

The regular meeting of the Regional Workforce Development Board (RWDB) and Chief Elected Officials (CEO) was held on August 22nd, 2016 at 5:00 p.m. in the Connections Room at the Burlington Workforce Center.

CALL TO ORDER

Hickey called the meeting to order at 5:02PM.

ATTENDEES

RWDB Members Present: Mike Hickey, Janet Fife-LaFrenz, Michelle Mutchler, Karen Von Behren, Monica Dyar, Sue Frice, Cara Sanders, Dennis Duke, and Chad Palmer

RWDB Members Absent: Ann Mellinger, Brian Blake, Carolyn Farley, Phil Hecht, Ryan Drew, Andy Ferguson, and Jacob Nye

CEO Present: Gary See, Rick Larkin, Jim Cary

CEO Absent: Paula Buckman

Ex-Officio Present: Gary See

Ex-Officio Absent: Jesse Howard

Staff Present: Robert Ryan, Kollin Alfred, Miranda Brown, Mike Witte, Teresa Garcia

Guests: Rachel Miller, Iowa Department for the Blind (IDB)

APPROVAL OF MINUTES

Fife-LaFrenz made the motion for the RWDB to approve the July minutes, seconded by Von Behren, motion carried.

BOARD VACANCIES

Dick Beard from Keokuk submitted an application for the business vacancy and his application will be submitted to the state for approval. Ryan reported that there is another business vacancy now on the board due to a resignation. Chad Brousseau has volunteered to fill the current City Elected Official vacancy.

WIOA LOCAL UPDATE

Ryan reported that 30 adults have been served in 7 weeks, which is the beginning of the new fiscal year. Ryan also reported that \$40,000 has already been spent on the Adult program but that they are allocated \$150,000 for 3 months.

LETTER TO STATE

Witte recapped the reasons that Director Townsman gave for the upcoming changes to the reporting options and suggested that the main reason was to prevent fraud. Ryan presented a letter to the board that was edited to be submitted to the state. A motion was made by Duke to submit the letter to Director Townsend, Ryan West, Governor Branstad and the state board, seconded by Fife-Lafrenz, motion carried.

LOCAL CUSTOMER SERVICE PLAN

Ryan stated that he will be formatting the CSP into a readable format and then it will then be emailed to the board.

BOARD BUDGET

Fife-Lafrenz made a motion to approve the 2016-2017 FY support board budget, seconded by Von Behren, motion carried.

ANNUAL REPORT

Ryan reported that in fiscal year 2015-2016 that 3700 people went through the center and this is an increase of 12.8% from the previous year.

Ryan also reported that Region 16 was receiving an award for the veterans program.

IWD UPDATE

Unemployment rates were not yet available for the month of August; a report will be given next month.

FITNESS CAMP

Ryan reported that the fitness camp was very well received in Des Moines.

OTHER BUSINESS

Ryan reported that the results of the monitoring had been received. Five findings were reported including, too long before contacting clients, and insufficient documentation of making clients aware of all eligible training providers.

Ryan stated that Director Townsend would be present at the IWORKS on September 8th for the road show.

A discussion was held on safety training. Ryan will look into the possibility of providing ALICE training for the workforce staff.

ADJOURNMENT

Fife-Lafrenz made a motion to adjourn the meeting, seconded by See; the meeting was adjourned at 6:15PM.